New Jersey Department of Education

ELECTRONIC DATA COLLECTION
Manual

2004-05 Budget Statement

Division of Finance

Office of Fiscal Policy and Planning

STATE BOARD OF EDUCATION

2004-05 BUDGET STATEMENT MANUAL

TABLE OF CONTENTS

SECTION I

INSTALLING THE PROGRAM FROM WEB-ENABLED DOENET

HARDWARE AND SOFTWARE REQUIREMENTS

The process for receiving the 2004-05 Budget Statement software program and for transmitting the final approved budget data to the Department of Education will be performed SOLELY through the department's Web-Enabled DoeNet. Users should reference the Users' Manual for Web-Enabled DoeNet (also known as Internet-Enabled DoeNet) (dated August 2003) located at http://www.nj.gov/njded/data/collections/wdoenet/ for specific instructions regarding use of the Web-Enabled DoeNet software. Through the download and installation process, the software will create a customized data set for your district.

The 2004-05 Budget Statement software program will be downloaded only ONCE. Once the Budget Statement software is initially downloaded and installed, all future updates, INCLUDING THE PART II UPDATE, will be accomplished by selecting the Main Menu option "CHECK FOR UPDATES." If the Budget Statement program is downloaded and installed from the DOE web site a second time, the first installation will be OVERWRITTEN.

The initial download (Part I) will include the preloaded 2002-03 audsum data on file at the department, the preloaded 2003-04 budget data on file at the department, the preloaded 2004-05 ASSA data on file at the department, and all the updates of the budget software to the revenues and appropriations, estimated tuition calculations, CEIFA calculations, recapitulation of balances, and supporting documentation items.

The Part II Update (Part II) will include the edits, the per pupil cost calculations, the option to prepare the diskette of the advertised budget for distribution to newspapers, the certification of school taxes report (A4F) and the option to transmit the approved budget data to the department over Web-Enabled DoeNet. The Part II Update will update the program without overwriting any data that was previously keyed using the initial program download and will also download the 2004-05 state aid data and the other information needed to calculate your district's minimum tax levy and spending growth limitation adjustments.

This 2004-05 Budget Statement EDC manual provides the information necessary to complete the budget statement. Instructions and procedures for transmitting the approved budget data to the department over Web-Enabled DoeNet will be provided with the Part II Update.

The edit messages and related explanations will be issued separately with the Part II Update. Options discussed in this manual that will not be available until the second download are identified accordingly.

Once Web-Enabled DoeNet is installed on your PC, a folder named "WBDOEnet" is created on your Windows desktop. All program functions will be accessed through this folder.

Web-Enabled DoeNet is not compatible with the following environments:

- Microsoft Windows 3.X

- MS-DOS

- Windows 95, Windows NT

The following hardware is needed:

- Any personal computer which provides adequate memory and processor power for the installed version of the Windows operating system (Windows 98, 2000 Professional, Millenium Edition (ME), XP)

- A hard disk drive with approximately twelve megabytes (12 MB) of free disk space for installation and six megabytes (6 MB) of free disk space for permanent storage*

- A 3-1/2 inch floppy disk drive to accommodate a high density diskette

* It is important to verify the amount of available diskspace on the PC where the program will be installed. If there is insufficient diskspace, it may appear that the download of the budget software was successful when in fact, it was incomplete.

To determine whether you have enough available hard drive space on your PC, you or your PC specialist should do the following:

If you are using Microsoft Windows 98, ME, 2000, or XP, your available hard drive space is very likely to be adequate. You can verify this by using Windows Explorer to view your hard drive. Windows Explorer is generally found on your Start menu under "Programs", then under "Accessories". Under the "My Computer" section of the folders tree, highlight your hard disk drive (this is normally your C drive). At the bottom of the screen will be a message showing your disk free space. This number should be larger than twelve megabytes.

The instructions contained in this manual assume that your floppy disk drive is A and that your hard disk drive is C. However, your PC's floppy disk drive may be B, and your hard drive may be designated with another letter.

CONVENTIONS

The conventions listed below are used throughout this program and manual.

- Use the **Up/Down Arrow** key to highlight your choice if it appears on the screen.

- If a choice does not appear on the current screen, use the **PgUp/PgDn** or **Up/Down Arrow** keys to move to a different screen.

- When your choice is highlighted, press the **ENTER** key to select it. (On some keyboards, that key is labeled **RETURN**).

- Use the **F1** key, enter the desired line number, and press the **ENTER** key to Go To a particular revenue or detail appropriation line number. If a line has been keyed that does not exist in that form, a message "Invalid Line - Press RETURN key to continue" will appear.

- Press the escape key (**Esc**) to exit the selection.

- **CTRL**+X (X = a key) indicates that you hold down the control (Ctrl) key while pressing another key. For example, Ctrl+C.

- To leave the program, highlight the "Exit System" choice at the bottom of the main menu and press **ENTER**. When you select Exit System, data you have entered will be stored on your hard drive. You can re-access the program at any time without having to re-enter data.

You will hear a tone if you attempt to enter data or select a menu choice that is not valid.

DOWNLOADING THE BUDGET SOFTWARE FROM WEB-ENABLED DOENET

1. If Web-Enabled DoeNet is not currently installed on your PC, navigate to http://www.nj.gov/njded/data/collections/wdoenet/. If Web-Enabled DoeNet is already installed on your PC, "Double Click" on the WBDOEnet folder on your Windows Desktop and then "Double Click on the "EDCPC Downloads" shortcut. In either case, you will be directed to the same web page. This web page includes all DOE Web-Enabled EDCPC data collections. Navigate down to "District Budget." Click on "Program." A file download dialog box will open. Choose "Save" and save the file (dndbud04.exe) to a location on your C drive where you will be able to find it later.

INSTALLING THE BUDGET SOFTWARE ON YOUR PC

1. Navigate to the folder where you saved the file dndbud04.exe and "Double Click" on this file. Click "OK" on the New Jersey Department of Education dialog box. At the next dialog box, click "Setup." Some files will be copied and then a window will open. Type 'C' to continue. Hit the "Enter" key twice. **If a screen stating "Installation Already Performed" opens, the 2004-05 Budget Statement software is already installed on your PC and installing again will OVERWRITE the previous installation.** Otherwise, more files will be copied and a district selection screen will open. Choose your county and district and confirm if your selection is correct. Choose whether to display line numbers or account numbers in your data screens (this can be changed later). At this point, a screen will open indicating "Checking for Program and Data Updates." The program will access the internet to download your district preload files and any required updates to the budget program. A shortcut, named DBUD04, will be placed in the WBDOEnet folder on your windows desktop.

2. **ALWAYS RUN THE BUDGET PROGRAM FROM THIS SHORTCUT. FAILURE TO RUN THE BUDGET PROGRAM FROM THIS SHORTCUT WILL RESULT IN PROBLEMS ACCESSING UPDATES AND TRANSMITTING DATA TO THE DOE.** *Do not create ad hoc shortcuts to the executable file.* **DUE TO WEB-ENABLED DOENET REQUIREMENTS, THERE IS NO OPTION TO CREATE AN INSTALLATION DISKETTE.**

Downloading 2002-03 Audsum Data

1. The program will download the actual information from the district's 2002-03 CAFR for Revenues, Detailed Appropriations, and lines 1600 and 1610 of the Recapitulation of Balances from the Audit Summary Worksheet (audsum) diskette.

2. A message will appear asking you to press any key to load data.

3. This information was received directly from the public school accountant and verified by the board secretary/business administrator prior to transmission of the audsum data to the DOE..

4. The message "Import Complete - Press any key to Continue" will appear when the process is complete.

5. **No entry will be allowed by the program to the downloaded information. Any revisions to this data require the submission of a revised audsum diskette to the board secretary/business administrator who will then be required to transmit the revised data to the department via DoeNet. An updated version of the budget program will be made available to the district upon receipt of revised audsum data.**

6. The amounts appearing on lines 409 and 639 are calculated automatically by the program as the difference between the actual revenues and actual expenditures for the general fund and debt service fund reported on the audsum diskette.

The calculation of these amounts was done on a separate report of the audsum program entitled "2002-03 Recapitulation of (Excess) Deficiency of Revenues". **A negative amount will appear on line 409 if an actual surplus was generated in 2002-03 in the general fund. A positive amount will appear if an actual deficit occurred in 2002-03. A negative amount will appear on line 639 if an actual surplus was generated in 2002-03 in the debt service fund. A positive amount will appear if an actual deficit occurred in 2002-03.** You may refer to the "2002-03 Recapitulation of (Excess) Deficiency of Revenues" audsum report to verify the amounts appearing on those lines.

Importing 2003-04 Budget Data

1. Districts have two alternatives regarding importing 2003-04 budget data into column 3 (2003-04) of the revenues and appropriations section of the budget:

    a. "Load 2003-04 budget data into column 3" or

    b. "DO NOT LOAD 2003-04 budget data"

2. If "Load 2003-04 budget data into Column 3" is selected, the amounts reported in the 2003-04 budget data transmitted to the department for the final 2003-04 budget will be downloaded into the Advertised Revenues and Appropriation Detail data entry screens.

3. Changes have been reflected for the results of budget appeals and settlements for districts with defeated budgets. Any changes must be keyed to reflect budget transfers or revisions as of February 1, 2004.

4. A message will appear when the import is complete.

5. The revised 2003-04 budget amounts <u>must include</u> any outstanding purchase orders equal to the June 30, 2003 General Fund Reserve for Encumbrances amount shown in exhibit A-1 of the 6/30/03 CAFR. The total amount of the prior year encumbrances rolled over into the 2003-04 year will be preloaded on line 408, column 3, "Adjustment for Prior Year Encumbrances." Districts must still make the appropriate adjustments to the individual 2003-04 Appropriation Detail lines.

6. If "DO NOT LOAD 2003-04 budget data" is selected, zeros will appear in column 3 of the Advertised Revenues and Appropriation Detail data entry screens and the entire Revised 2003-04 budget must be keyed.

7. **Choose the option carefully! Once selected, it cannot be changed without reinstalling the program.**

Importing the 2004-05 School-Based Budget Diskette (for Abbott Districts Only)

1. From the Main Menu, select "Abbott School-Based Budgets Menu." Then select #4, **Import Data from SBB Diskette**

2. At the prompt, enter the letter of your floppy drive (A or B).

3. Insert the school-based budget diskette into your floppy drive that was selected and press any key to proceed.

4. At the prompt, confirm your school identification. Press "Y" to confirm the school is correct, or "N" to abort.

5. If "Y", the import process will begin. At the completion of the process, the message "Import School Data Procedure is completed" will appear.

6. Remove the school diskette from your floppy drive.

7. Press any key to return to the Abbott Districts School-Based Budgets sub-menu.

8. Select 4, Import Data from SBB Diskette, to import another school-based budget diskette and follow steps 1-6 above.

9. When all school diskettes have been imported, press **Esc** to return to main menu.

10. **Revisions or corrections that Abbott districts need to make to any imported data will require a new diskette to be created from the school-based budget software and the new diskette must be imported into the districtwide budget program.**

11. Reimporting the school-based budget data <u>will overwrite previously imported data</u> (appropriations and staffing). Revenues and detailed benefits are NOT imported and must be keyed into the district-wide budget.

12.
****

ACCESSING THE PROGRAM - Second and All Future Sessions

It is unlikely that you will enter all of the data during the first session. To access the program in <u>all</u> subsequent sessions, in the WBDOEnet folder on your desktop double-click on the shortcut for the program "DBUD04". <u>DO NOT REINSTALL THE PROGRAM FROM THE WEB DOENET UNLESS YOU WANT TO OVERWRITE ALL EXISTING DATA ON YOUR HARD DRIVE AND BEGIN AGAIN</u>.

****

SECTION II

COMPLETING THE 2004-05 BUDGET STATEMENT

GENERAL INFORMATION

Electronic Data Collection of the 2004-05 Annual School District Budget Statement for all interim steps throughout the approval process is **mandatory** for all districts.

The budget program will generate reports meeting the prescribed budget format as well as the Supporting Documentation packet and minimum tax levy/cap banking/spending growth limitation adjustment/separate proposal materials. These paper copy reports and forms will be submitted to the county office for the interim steps throughout the approval process. **The transfer of budget data to the DOE will not be performed until the final budget has been approved and certified for taxes.** The program will also produce the Certification of School Taxes (A4F).

The instructions contained in this section relate to the mechanics of completing the budget statement and related materials electronically.

The Budget Guidelines summarizes the changes made in the 2004-05 annual school district budget statement and contains directions regarding completion of the Supporting Documentation packet, estimated tuition rates, the Certification of School Taxes, and calculating the minimum tax levy, banked cap, and spending growth limitation adjustment amounts. The Budget Guidelines Addendum for Abbott districts contains instructions regarding completion of the districtwide budget and school-based budget statements and budget procedures for Additional Abbott v Burke State Aid requests.

The same program is used for regular, vocational, and special services districts and contains all possible lines included in each type of budget statement. Lines that are common between budgets have the same line numbers. Those lines that are unique have unique line numbers. Educational Services Commissions (ESCs) will also use the program. The lines appearing for those LEAs will be the same as a regular school district budget statement. ESCs do not complete the Supporting Documentation packet, minimum tax levy/spending growth limitation adjustment/cap banking materials, or the A4F.

The status of all existing lines is presented in the Detailed Appropriations Grid contained in the Budget Guidelines, including their applicability to the three budget types (regular, special services, and vocational).

The sequence of line numbers is not always ascending due to the limitations on the number of blank lines available for insertion.

Districts should make use of the F1 function key to toggle between the lines referenced in the display messages. References for completion and/or samples of the components

of the annual school district budget statement are included as exhibits in the Budget Guidelines. The blank forms generated by the program using the "Print Blank Budget Forms" under the report menu may be used as worksheets for data entry.

MAIN MENU SCREEN

The main menu (Figure 1) consists of the following three (3) sections:

> DATA ENTRY
> REPORTS/EDITS
> INFORMATION

```
┌──────────────────────────────────────────────────────────────────┐
│  School District Budget Statement for the School Year 2004-2005    │
│                      PHILLIPSBURG TOWN                             │
├──────────────────────────────────────────────────────────────────┤
│     ┌──── DATA ENTRY ────┐          ┌──── REPORTS/EDITS ────┐      │
│     │ Enrollment Projections        │ Report Menu                 │
│     │ Advertised Revenues           │ Perform Edit                │
│     │ Appropriation Detail          │ Change Budget Options       │
│     │ Recapitulation of Balances    │                             │
│     │ Abbott School-Based Budgets Menu│ Transfer Data to DOE Menu │
│     │ Add'l Abbott v. Burke State Aid                             │
│     │ Supporting Documentation                                    │
│     │ Estimated Tuition Calcs       ┌──── INFORMATION ────┐       │
│     │ CEIFA Calcs                                                 │
│     │ Certification of School Taxes                               │
│     │                               Operating Type: K - 12        │
│     │ File Maintenance              Budget Help Line: County Office│
│     │ Check for Updates             Tech Help Line  :(609) 984-6794│
│                         Exit System                               │
│          Use Up/Down Arrows to highlight Choice, Enter=Select      │
└──────────────────────────────────────────────────────────────────┘
```
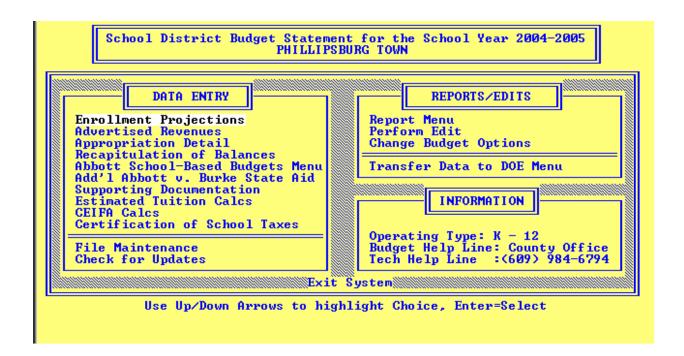
FIGURE 1

Information

1. Verify that the name of your school district appears at the top of the screen and that the data in the Information section is accurate.

    Operating Type: of your school district (e.g., K-12)

2. For assistance, you may call the State Department of Education from 8:15 a.m. to 4:15 p.m.:

    •   For budget questions, please call or email your regional or county office. The regional/county office will consult with the Division of Finance as appropriate.

- For questions on the installation of the budget software and transmission of the approved budget data:

  Call the Division of Finance   (609) 984-4261

- For Technical help (<u>computer</u> questions only)

  Call the Technical Help Line: (609) 984-6794

3. In the event that you cannot reach your county office, you may email the Division of Finance at budget@doe.state.nj.us

BUDGET STATEMENT DATA ENTRY SCREENS

1. The Data Entry section consists of the following four budget data entry forms along with data entry selections that allow access to sub-menus for other budget related materials included in the program:

> Enrollment Projections
> Advertised Revenues
> Appropriation Detail
> Recapitulation of Balances

These data entry screens contain all of the information necessary to produce the following reports that appear on the report menu:

> Letter of Transmittal/Net Budget Cap Worksheet
> Advertised Revenues
> Detailed Appropriations
> Advertised Appropriations - Regular Districts only
> Recapitulation of Balances
> Advertised Per Pupil Cost Calculations Report
> Comparison Reports
> Enrollment Projections

The following additional data entry screens also appear as options for data entry:

> Abbott School-Based Budgets   (Available Only to Abbott Districts)
> Additional Abbott v Burke State Aid   (Available Only to Abbott Districts)
> Supporting Documentation
> Estimated Tuition Calcs
> CEIFA Calcs
> Certification of School Taxes

2. Data in the budget data entry forms should be completed before accessing the data entry sub-menus for the other budget materials/information.

3. The budget data can be entered in the forms in any order.

4. To select a form, use the **Up/Down Arrow** keys to highlight the desired form and press **ENTER** to select it. When a choice is selected, the appropriate screen will appear on which the data is to be entered.

5. Due to space limitations on the screen, not all columns in the forms appear. Use the **Right/Left Arrow** keys to move to the appropriate column, which is labeled in the heading.

6. To enter data on a form, use the following process:

   - Use the **Up/Down Arrow** or **PgUp/PgDn** keys to highlight the appropriate column on the desired line. (As you scroll through the form, the column sub-headings will change as appropriate.)

   - Use the numeric keys to enter the data, and either press the **ENTER** key OR the **Up/Down Arrow** key.

   - If you use the **ENTER** key, the cursor will automatically move down to the next line after you enter the data. If you use the **Up/Down Arrow** keys after entering data, you will move to the next line (either up or down).

   - All data entry must be completed in whole dollars (do not use a comma or decimal point). You can enter a negative amount by preceding the figure with a minus sign (e.g., -4345) only on those lines where a negative amount is possible.

   - The software will perform all totals and subtotals. No entry will be allowed by the software in those fields.

   - If you are going to use the numeric keypad, make certain the number lock (NumLk) is in the ON mode. If you use the numeric keys on the alphanumeric keyboard, make certain you use the zero key (not the letter O key) and the number 1 key (not the letter I key) when entering numeric data.

   - If you discover an error before pressing the **ENTER** or **Up/Down Arrow** key, use the **BACKSPACE** key to erase the figure and move the cursor (to the left, character by character), and then re-enter the data.

   - If you discover an error after pressing the **ENTER** or **Up/Down Arrow** key, use the **Up/Down** Arrow key to highlight the amount and re-enter the data. (DO NOT use the backspace key first; the amount will be automatically erased as soon as you enter a number.)

   - The software program will automatically calculate/update the sub-totals and totals after each entry of data and save the data on the hard drive.

- When all data in a form has been entered, press the **Esc** key to return to the applicable menu screen.

<u>Enrollment Projections</u>

1. The **Enrollment Projections** screen is used to enter the 10/15/04 estimated enrollment data.

2. This information will appear in the **Advertised Enrollments** report under the Advertised Revenue report option and will be used to calculate the 2003-04 Revised Budget and 2004-05 Proposed Budget per pupil cost amounts included in **the Advertised Per Pupil Cost Calculations Report.** This information will also appear in the **Enrollment Projections Report**.

3. The projected 10/15/02 and 10/15/03 district resident enrollments used in the calculation of state aid are preloaded in the advertised enrollments under the advertised revenue report option and are labeled for informational purposes.

4. District projections as of 10/15/04 for regular and vocational district budgets will be calculated by the software program using the data entered in this data entry screen. A sample of the data entry form is included in the Budget Guidelines.

5. The enrollment projections form is used by regular and vocational districts and includes the following data entry columns:

   > Students on Roll - Full
   > Students on Roll - Shared
   > Sent Full
   > Sent Shared
   > Received Full
   > Received Shared
   > Private Schools for the Disabled
   > Explanation

6. It also includes the following columns that are preloaded or calculated by the budget software:

   > 10/15/04 Resident Students
   > 10/15/03 Resident Students
   > 10/15/04 Increase (Decrease)
   > 10/15/04 Increase % (Decrease %)

7. County special services school districts key data in the form that contains the following three columns.

   > 10/15/02 Actual

10/15/03 Actual
10/15/04 Estimated

Advertised Revenues and Appropriation Detail

1. The **Advertised Revenues** and **Appropriation Detail** forms include the following three columns:

    2002-03
    2003-04
    2004-05

1. The **Advertised Revenues** screen is used to enter two years of revenue data - 2003-04 Revised as of 2/1/04, and 2004-05 anticipated revenues.

    The 2002-03 Actual data is preloaded by the program. This information will appear in the **Advertised Revenues** section.

2. The **Appropriation Detail** screen is used to enter two years of appropriations data - 2003-04 Revised Appropriations as of 2/1/04 and 2004-05 Appropriations.

    The 2002-03 expenditure data is preloaded by the program. This information will be used to generate **the Advertised Appropriations, Detailed Appropriations**, and **Comparison Reports**. (The Advertised Appropriations report is not applicable to county vocational and county special services school districts.)

    It will also be used to calculate the 2003-04 Revised Budget and 2004-05 Proposed Budget per pupil cost amounts included in the **Advertised Per Pupil Cost Calculations Report**.

Recapitulation of Balances

1. The **Recapitulation of Balances** screen is used to enter information regarding fund balances for:

    - General Fund - (Unreserved) (Column 2)
    - General Fund - (Reserved) Capital Reserve Account (Column 3)
    - General Fund - (Reserved) Adult Education Programs (column 4)
    - General Fund - (Reserved) Maintenance Reserve Account (column 5)
    - General Fund - (Reserved) Legal Reserves (Column 6)
    - General Fund – (Reserved) Tuition Reserves (Column 7)
    - Debt Service (Column 8)
    - Special Revenue (Reserved) Capital Reserve Account (Column 9)

2. The recapitulation of balances is the only part of the budget statement where the software will allow a positive or negative amount. Certain fields will accept only a negative amount. All other fields are programmed to accept only positive amounts. The lines where a negative amount (preceded by a minus (-) sign) may or must be keyed are:

Line 1620, columns 2, 4, and 8	must key as negative
Line 1620, columns 3, 5 ,6, and 9	key as positive or negative
Line 1630, columns 2, 3, 4, 5, 6, 8 and 9	must key as negative
Line 1653, column 2	must key as negative
Line 1660, columns 2, 4, and 8	must key as negative
Line 1660, columns 3, 5, 6, and 9	key as positive or negative

3. A reminder message, "Must Enter Negative Number" will appear when the item keyed is not preceded by a minus (-) sign on the lines noted above as "must key as negative."

4. This information will be used to produce the **Recapitulation of Balances** report.

The advertised report for regular districts includes additional text to present the amount that is calculated as excess under the statutory limitation for the prior two years using audited data as well as the current year calculation of excess surplus performed on Supporting Documentation Item 9. This information is calculated by the budget program and will appear only in the printed version of the report.

5. Lines 1595 and 1605 are preloaded from the recapitulation of balances for the 2001-02 and 2002-03 certified budgets, respectively, and cannot be changed.

6. Lines 1600 and 1610 are preloaded from the 6/30/03 audsum diskette and cannot be changed without the submission of a revised audsum diskette directly from the public school accountant.

Abbott School-Based Budgets Data Entry Screens

1. This menu is available only for Abbott districts. Other districts may not access the data entry screens.

2. To access the Abbott School-Based Budgets menu, highlight "Abbott School-Based Budgets" from the DATA ENTRY section of the main menu. A message will appear if the item selected is not applicable to your district.

3. When this item is selected from the main menu a sub-menu will appear with four screens.

    1. Revenues
    2. Detailed Appropriations

3. Staffing
4. Import Data from SBB Diskette

4. Use the **Up/Down Arrow** key to highlight the desired menu item and press **ENTER** to select. Read and follow the instructions given at the bottom of the screen for the menu item selected.

5. The 2003-04 and 2004-05 appropriations and staffing data must be imported from the school-based budget diskette created by the school-based budget software.

6. The appropriations data will be locked as imported from the school-based budget diskette and no entry will be allowed except for detailed employee benefits lines 12610-12700.

7. Select the detailed appropriations screen to enter the amounts for benefits. When selected, a listing of the schools implementing blended school-based budgets in the district appears. When a school is selected a screen will appear that contains the lines applicable to the school-based budget. All schools preparing blended school-based budgets, except new schools, will have two years (2003-04 and 2004-05) of budget data imported. New schools preparing blended school-based budgets will have one year (2004-05) of budget data imported.

8. All lines will display the account description, account number, and amount imported from the school-based budget diskette, except for the detailed benefits lines (12610-12700) which will have zeros and allow entry. Schools preparing blended school-based budgets must key in an amount for 2003-04 and 2004-05. New schools preparing blended school-based budgets will only have the option to key in an amount for 2004-05.

9. The amounts entered on the detailed benefits lines (12610-12700) must sum up to the total unallocated benefits amount imported from the school-based budget software. An edit will check to ensure that the total of unallocated benefits (line 12710) equals the amount imported from the school-based budget diskette.

10. Use the **Up/Down Arrow** key or the **F1** key to move to a new line. The line number that is currently selected will appear in the upper right hand corner of the form.

11. The staffing data will be imported for 2003-04 and 2004-05 from the school-based budget diskette.

12. The staffing screen will display the function code, position and number of FTEs as imported from school-based budget diskette. Two years of data will be displayed and the third column calculates the increase/decrease from 2003-04 to 2004-05. No entry is allowed in the third column. Use the **Up/Down Arrow** key to move to a new line.

13. When data entry is completed for the school, use the **Esc** key to return to the sub-menu to select another school until the necessary data has been keyed for all schools.

14. The approval code of the school-based budget imported from the electronic school-based budget software will be printed on the school-based budget reports for revenues, appropriations, and staffing. A summary of all the school-based budget codes will be printed as part of the Abbott district Letter of Transmittal/Net Budget Cap Worksheet.

Additional Abbott V Burke State Aid Data Entry Screen

1. The data entry screens for additional Abbott v Burke state aid requests apply only to Abbott districts. The data entry screens may not be accessed by other districts.

2. When additional Abbott v Burke state aid is selected from the DATA ENTRY Main Menu, a sub-menu will appear for the selection of one of the following:

    A. Reconciliation of Changes in Revenue, Expenditures and Financial Position
    B. Prioritized Listing of Programs, Services, Expenditures
    C. The Detailed Budget for the above Programs

3. Screens A, B and C are not applicable for the 2004-05 budget year and when selected a message will read that the selected screen is not applicable for budget year 2004-05.

Supporting Documentation Data Entry Screens

1. The following Supporting Documentation Items are included as part of the EDC budget program:

0.*	Cover Sheet/District Status/SGLA Registration
1.	District Statement of Priorities
2.*	Core Curriculum Content Standards
3.	Changes to Budgeted Full-Time Equivalents
4A/B.	Description of Budgeted Capital Outlay Projects
5.	Appropriated General Fund Free Balance Below 3% (Note)
6.**	Tuition - Regular/Special Education
7A/B.	Budget Summary Review & 10% Change Explanation
8.	Recapitulation of Selected 2004-2005 Revenues
9.*	Appropriation of Excess General Fund Free Balance
10.***	Summary of Funds to Implement Plan: Level II & III
11.***	Account Summary of Program/Strategy in 10 above
12.	Capital Reserve Account
13.	(deleted in 2001-02)
14.	(deleted in 2004-05)

15.****Early Childhood Program Aid
16.*   Demonstrably Effective Program Aid
17.   Statement of Uses of Distance Learning Network Aid
18.*   Statement of Planned Uses of Instructional Supplement Aid
19. ****Detail of Unexpended Bond Proceeds

*   Not applicable to county special services school districts
**   When selected, a sub-menu will appear for four data entry screens
***   Applicable to and accessible by Level II and Level III districts only
****   Not applicable to county vocational or county special services school districts
NOTE   Report only - data entry not applicable

2. To access the Supporting Documentation menu, highlight "Supporting Documentation" from the DATA ENTRY section of the main menu.

3. Use the **Up/Down Arrow** key to highlight the Supporting Documentation Item that is desired and press **ENTER** to select. A message will appear if the item selected is not applicable to your operating type.

4. Read and follow the instructions given at the bottom of the screen for the Supporting Documentation Item selected.

5. When all data in an item has been entered, press the **Esc** key to return to the Supporting Documentation menu. To access the main menu from the Supporting Documentation menu, press the **Esc** key again.

Estimated Tuition Calcs Menu

1.   To access the Estimated Tuition Calcs Menu, highlight "Estimated Tuition Calcs" from the DATA ENTRY section of the main menu.

2. When Estimated Tuition Calcs is selected from the DATA ENTRY Main Menu, a sub-menu will appear for the selection of one of the following:

   1. Average Daily Enrollments
   2. District Choice Allocations

3. Use the **Up/Down Arrow** key to highlight the desired sub-menu item and press **ENTER** to select.

4. In the ADE data entry screen, there are four columns. The first column contains program descriptions, the second column is preloaded with the ADE figures, the third column is used to enter the district's projected ADE if different from the ADE preload. <u>The third column can only be used if agreed upon by the county superintendent during mediation of a disputed tuition rate</u>. The fourth column is used to enter an explanation for any ADE numbers that are different from the preloaded rate.

5. In the District Choice Allocations data entry screen, there are 11 columns. The first column contains the program descriptions. Columns two through ten contain the Section II costs. Column 11 is for Abbott districts only and allows for the optional allocation of special revenue funds transferred to WSR. The first row automatically pulls in the 2003-04 appropriation costs which can be allocated down to the applicable program.

6. When all data has been entered, press the **Esc** key to return to the Estimated Tuition Calcs menu. To access the main menu from the Estimated Tuition Calcs menu, press the **Esc** key again.

7. This information will be used to generate the following eight reports available from the Estimated Tuition Calcs Report Menu:

   Average Daily Enrollment Report which shows the preloaded ADE, projected ADE and the reasons for change.

   Ratios report which shows the ratios used in the calculations.

   Formulas report which shows the formulas used in the calculations.

   District Choice Allocation report which shows the ratios that districts have entered.

   Estimated Tuition – Regular Education report which shows the total costs and allocations to each regular program. The bottom line is the cost per pupil for each program.

   Estimated Tuition – Special Education (5-8) report which shows the total costs and allocations to the following special education programs: Cognitive Mild (program 5), Cognitive Moderate (program 6), Learning/Language Disabilities (program 7), and Visual Impairments (program 8). The bottom line is the cost per pupil for each program.

   Estimated Tuition – Special Education (9-12) which shows the total costs and allocations to the following special education programs: Auditory Impairments (program 9), Behavioral Disabilities (program 10), Multiple Disabilities (program 11), and Autism (program 12). The bottom line is the cost per pupil for each program.

   Estimated Tuition – Special Education (13-15) which shows the total costs and allocations to the following special education programs: Preschool Disabilities PT (program 13), Preschool Disabilities FT (program 14), and Cognitive Severe (program 15). The bottom line is the cost per pupil for each program.

CEIFA CALCS MENU

1. The data entry screens for minimum tax levy/spending growth limitation adjustments/cap banking (CEIFA Calcs) do not apply to county special services school districts. **Although Abbott districts will be able to access and complete all of the CEIFA Calcs screens, in 2004-05 they are not subject to cap and will be permitted to submit a budget in excess of the maximum permitted net budget. They are subject to the minimum tax levy calculation.**

2. Many of the calculations can be performed by the software using enrollment and budget data preloaded or keyed elsewhere in the budget program. Where possible, data entry for more than one spending growth limitation adjustment has been combined to appear on a summary data entry screen. Where needed, separate data entry screens are provided.

3. Only the information that must be obtained by direct keying by the district will appear on the screen. All other information used in the calculations will appear only in the printed report. Districts should key the necessary data on the screens provided and print the appropriate report for the spending growth limitation adjustment from the report menu to determine eligibility for the adjustment.

4. The following CEIFA Calcs Menu items are included as part of the budget program to obtain the data needed to perform the aforementioned calculations:

   Statutory Spending Growth Limitation Adjustments:

   1. Summary Screen Entry (Change in Enrollment, Capital Outlay, Pupil Transportation, Special Education*, New School Costs)

   2. Special Education Costs*

   3. New School Costs

   Cap Banking Eligibility and Requests

   Commissioner Spending Growth Limitation Adjustments:

   1. Summary Screen Entry (Early Childhood*, Demonstrably Effective Programs, Increase in Tuition*, Insurance and Domestic Preparedness Costs.

   2. Insurance and Domestic Security Preparedness Costs Screen Entry.

   3. 3% Surplus Calculation Screen Entry.

   Separate Proposals Summary

* Not applicable to county vocational school districts

5. To access the CEIFA Calcs Menu, highlight "CEIFA Calcs" from the DATA ENTRY section of the main menu.

6. A district must register a spending growth/banking cap/separate proposal request on Supporting Documentation Item 0 by placing an X next to any or all of the categories (Statutory Spending Growth Limitation Adjustment, Use of Banked Cap, Request to Commissioner for Spending Growth Limitation Adjustment, Separate Proposal(s) - Voters or Board of School Estimate). The program will not allow access to a series of spending growth limitation adjustment/banked cap/separate proposal screens unless the district has registered for that particular type of adjustment request on Supporting Documentation Item 0 - Cover Sheet/District Status/SGLA Registration.

7. Every district (except for Abbott districts, which are not subject to cap) is required to apply for and place an X next to the statutory SGLAs for the purpose of determining unused cap under Chapter Law 126.

8. If a district removes an X next to a spending growth/separate proposal registration for the Commissioner SGLAs on Supporting Documentation Item 0, any information previously keyed for that adjustment/proposal request in the CEIFA Calcs menu will be deleted.

9. Use the **Up/Down Arrow** key to highlight the spending growth/banked cap/separate proposal data entry screen that is needed to key data for the related worksheet and press **ENTER** to select.

10. For the **Enrollment SGLA**, select the Summary Screen Entry and key on **Line (A)** the amount of the requested adjustment for an **Increase in Enrollment**.

11. For the **Capital Outlay SGLA**, select on the Summary Screen Entry and key on **Line (B)** the amount of the requested adjustment for **Capital Outlay Expenditures**.

12. For the **Transportation Costs SGLA**, beginning with the 2004-05 budget year, districts are no longer provided with two choices in the calculation of the statutory adjustment for **Pupil Transportation Costs** provided pursuant to NJSA 18A:39-1.1. Instead, districts can use the allocation method included in NJAC 6A:23-8.8(b) pursuant to 18A:39-1.1.

The budget program requires data entry under the CEIFA calcs menu on the summary screen from information obtained from the 2004-05 District Report of Transported Resident Students (DRTRS) on the following lines:

Line (C)   total eligible mileage for regular students (DRTRS Summary section A).

Line (D)   total eligible miles for special education students (DRTRS Summary section C).

Line (E)   total non-remote miles (DRTRS Summary section D).
Line (E1)   Revenues from Interagency Agreements.
Line (F)   Requested adjustment.

If more than one district submits DRTRS data for the budgeting district, the amounts entered must be the sum of the amounts shown on the summary report for each district submitting.

The allocation of the benefits in the budget is optional; however, districts wishing to include benefits costs must break out the benefits related to its transportation program on appropriation lines 12220 - 12310 to include the cost of benefits in this calculation.   This amount can be obtained by multiplying the non-remote transportation salaries by the benefit rate shown for 2004-05 in the Advertised Per Pupil Cost Calculations Report produced by the budget program. A district is not required to allocate all of its employee benefits on the other lines provided for other programs and functions and may allocate only to the transportation program for the purpose of this calculation.

13. For the **Special Education Costs SGLA**, data entry for the statutory adjustment for **Special Education Costs** is keyed on the summary screen as well as the separate data entry screen. On the summary screen, the requested amount must be keyed on **Line (G).**

    A sub-menu will appear with four possible additional data entry screens that are accessed by highlighting the menu choice and pressing the **Enter** key:

    1.   2003-04 In-House Costs in Excess of $40,000
    2.   2003-04 Out of District Costs in Excess of $40,000
    3.   2002-03 In-House Costs in Excess of $40,000
    2.   2002-03 Out of District Costs in Excess of $40,000

    For each of these four screens, all of the fields that require entry are not visible at one time on the screen. Use the **Right/Left Arrow** key to move to the appropriate column.

    When an in-house screen is selected, spaces are provided to key the initials of the pupil, his/her classification, the per pupil classroom costs of providing instruction, and the related services and extraordinary costs for that pupil. Use the **Up/Down Arrow** key to move to a blank line to enter information for a new pupil and continue the process until information has been keyed for all in-house pupils with costs in excess of $40,000. A running total of the amounts in excess of $40,000 (col. 7) is shown at the bottom of the screen.

    When an out of district screen is selected, spaces are provided to key the initials of the pupil, the district or private school where the pupil is sent, the per pupil tuition rate, and the related services, extraordinary services, and residential costs for the student. Use the **Up/Down Arrow** key to move to a blank line to enter information

for a new pupil and continue the process until information has been keyed for all out of district pupils in excess of $40,000. A running total of the amounts in excess of $40,000 (col. 8) is shown at the bottom of the screen.

Each of the four screens should be accessed and completed as applicable to the district. The amounts entered for 2003-04 should be obtained from the original budget certified for taxes.

14. For the **New School Costs SGLA**, data entry for the statutory adjustment for **Opening a New School Facility in the Budget Year** is keyed on the summary screen as well as the separate data entry screen. On the summary screen, the requested amount must be keyed on **Line (H).**

 The separate data entry screen, **New School Costs**, is used to identify the amounts included in the base budget for the opening of the new school facility. The software will automatically draw the 2004-05 amounts included in the base budget for salaries, benefits, materials, supplies, equipment, insurance, transportation, utilities, and energy. Districts should key the costs related to opening of the new school facility of the aforementioned costs included in the base budget on the related appropriation line in the fourth column. The software will calculate the percentage of the amount keyed to the 2004-05 amount budgeted and display that figure in the fifth column. All of the columns are not visible at one time on the screen. Use the **Right/Left Arrow** key to move to the appropriate column.

15. For the **Use of Banked Cap**, select the **Cap Banking Eligibility and Requests** submenu and key the amount of the requested adjustment on the data entry line provided.

16. For the use of **Early Childhood Program Aid SGLA**, select the summary screen and key on **Line (J)** the amount of the requested adjustment for **Use of Early Childhood Program Aid**. Although the software will allow entry on this line by all regular districts, only those districts receiving Early Childhood Program Aid will have access to this worksheet from the report menu.

17. For the use of **Demonstrably Effective Program Aid SGLA**, select the summary screen and key on **Line (K)** the amount of the requested adjustment for **Use of DEPA**.

18. For the **Increase in Tuition SGLA** under NJSA 18A:38-19, select the summary screen and key the following three lines of data on the Commissioner Spending Growth Limitation Adjustments Summary Screen:

> **Line (L)** requested amount
> **Line (M)** 2004-05 amount budgeted for tuition paid to the sending district. This amount is obtained from the Appropriation Amount column of the 2004-05 Supporting Documentation Item 6A.2.

Line (N) 2003-04 amount budgeted for tuition paid to sending district. This amount is obtained from the Appropriation Amount column of the 2003-04 Supporting Documentation Item 6A.2.

19. For the **Insurance and Domestic Preparedness SGLA**, select the summary screen and key the requested adjustment on **Line (O)**. There are 2 additional data screens for this SGLA: Liability Insurance Costs and Domestic Security Preparedness Costs. Refer to the 2004-05 Budget Guidelines for information related to these additional data entry screens.

20. The **Separate Proposal Screen** is used to provide a description of the purpose as well as the amounts of additional proposals that will be presented to the voters or board of school estimate. If the space provided for the description is not sufficient, attach an addendum to the report. The total of the amounts keyed will be an edit check against the amount entered in the Separate Proposals column of Supporting Documentation Item 7.

An itemized accounting is not submitted to the department until after the election and will include only approved separate proposals.

Certification Of School Taxes

Note: This function will not be available until the Part II Update has been performed.

1. The Certification of School Taxes (A4F) must be completed by all regular districts prior to the transfer of data to the DOE.

2. This report does not apply to and the data entry screen may not be accessed by county special services and county vocational school districts or ESCs.

3. This screen is used to produce the A4F that will be submitted to the municipal clerk for certification of the taxes that will be raised for the 2004-05 school year.

4. Based on district type (regional or non-regional), the appropriate data entry screen(s) will appear for completion of the A4F.

   Non-Regional Districts   Complete Form A (Certification)
   Regional Districts   Complete Form A and B
           (Tax Allocations to Municipalities).

5. The A4F should not be completed prior to the school election. Districts should refer to the Budget Guidelines for detailed instructions regarding the A4F, which also contains a paper version of the form(s) to be used as a worksheet.

File Maintenance

1. The configuration of some PCs may result in the corruption of data files. The File Maintenance option can be used at any time to reconstruct the index files associated with the budget data input files.

2. If you notice a problem in the display of your budget data, you can highlight and select File Maintenance from the Main Menu.

3. After the re-indexing is complete, attempt data entry again.

Check for Updates

Important Note: When Part 1 is downloaded and installed, the budget software automatically connects to the DOE web server and downloads all applicable preload files. There is no need to "Check for Updates" immediately after installing Part 1.

The Check for Updates Main Menu item, new in 2004-05 with Web-Enabled DoeNet, is to be used for the following:

1. To download and install any updated preload files (such as an updated 2002-03 CAFR).

2. To download and install any budget fixes distributed by the DOE.

3. To download and install the Part II Update. The DOE will notify districts when the Part II Update is available.

Set Printer Port

Effective in 2004-05, this menu item is located at the bottom of the Reports Menu

1. By default all reports will be directed to LPT1 for printing. This is the standard PC parallel printer port for most systems. It is suggested that LPT1 be used to correctly print reports configured for landscape printing. However, the configuration of your system may require that you direct printed output to a different port. There is no need to access this menu if your printer port is LPT1.

2. This option is used to change the default printer port from LPT1 to the port that is required by your system configuration. <u>This process is completed only once and should be done before the first report is printed</u>. The computer will store your printer selection in memory.

REPORTS/EDITS MENU

1. The Reports/Edits section consists of the following:

    Report Menu
    Perform Edits *
    Change Budget Options
    Transfer Data to DOE Menu *

* Available with Part II Update.

2. The following reports can be generated at any time and printed on the printer attached to your PC:

    Print Blank Budget Forms
    Letter of Transmittal/Net Budget Cap Worksheet
    Advertised Revenues
    Detailed Appropriations
    Advertised Appropriations
    Recapitulation of Balances
    Supporting Documentation Reports
    Estimated Tuition Calcs
    Enrollment Projections
    CEIFA Calcs Report Menu
    Certification of School Taxes Report *
    Prepare Diskette of Advertised Budget for Newspapers *
    Advertised Per Pupil Cost Calculations Report *
    Employee Benefit Comparison Report
    Abbott School-Based Budgets Report Menu
    Additional Abbott v Burke State Aid Report Menu
    Set Printer Port

    * Available with the Part II Update

3. The Advertised Revenues, Detailed Appropriations, and Advertised Appropriations reports will only print those lines containing data in one of the three budget year columns.

4. The Print Blank Budget Forms report includes all lines of those reports regardless as to whether any data has been keyed and is available for use as a data entry worksheet. Note: With the addition of lines for the optional coding of employee benefits, the Blank Detailed Appropriation Report is very long. Please consider this before printing since once selected, the printing of a report cannot be canceled.

5. The reports on the menu will produce all lines/pages when selected and printed. Any keyed or preloaded data will be shown in the printed reports.

6. Sections of the reports are printed and paginated separately; the pagination of the various reports includes an alpha character. When submitting reports to the County Office of Education, the various sections should be arranged in alphabetical order.

7. Reports can be generated to a printer only; they cannot be viewed on the PC monitor.

8. To generate a report, highlight "Report Menu" from the REPORTS/EDITS section of the main menu.

9. Use the **Up/Down Arrow** key to highlight the report that is desired and press **ENTER** to select.

10. Use the **Up/Down Arrow** key to specify your printer type. If you are printing on other than an Epson dot matrix compatible or HP LaserJet compatible printer, follow the instructions on the screen to setup the printer.

11. The Letter of Transmittal/Net Budget Cap Worksheet must be signed by the chief school administrator and board secretary/school business administrator.

12. When printing, both the date and time that the report was printed will appear at the top of each page.

    A message "Edits Were Run and No Errors Were Detected" will also appear when the reports are run after the edits have been performed and passed and prior to reaccessing data entry screens.

13. The county office will not accept a budget for review and approval unless the message appears on the printed reports. If any of the data entry screens are accessed after performing the edits, regardless as to whether any data was changed, the message will not appear.

14. **Budget reports may be produced by the computer that appear to be clear of fatal edits (message appears) even if the district has failed A4F edits. This is possible since the A4F screen(s) need not be completed until after the school election. However, if a fatal error is detected in either the budget and supporting documentation or A4F edit menus or both edit menus have not been run, the message will not appear when the A4F is printed. A district must pass <u>all</u> fatal edits to produce a clean A4F.**

15. The <u>Prepare Diskette of Advertised Budget for Newspapers</u> **will not be available until Part II Update has been performed.** This report prints the advertised budget to a diskette for import by the newspapers so that the information does not have to be rekeyed. It creates a file in the directory where the budget program was installed. The file name for all districts will be BUD04.TXT. In order to copy this file (which is on your hard drive) to a diskette which can be sent to the newspaper for advertisement, use the DOS copy command or do the following:

A. Run the report "Prepare Diskette of Advertised Budget for Newspapers." Exit the budget program. Using Windows Explorer, open the folder named "DBUD04." This folder is normally located on your PC hard drive (C drive) under the folder "wbdoenet."

B. Place a blank formatted diskette into your floppy drive.

C. Using Windows Explorer, find the file "Bud04.txt" located in the folder "DBUD04. " Right click on this file. You will see a pop-up menu. Choose "Send To." Another pop-up menu will appear. Choose "3 ½ Floppy (A)." The "Bud04.txt file will be copied to the diskette.

The newspaper can use the diskette data with their word processing software to prepare the budget data for advertisement. (To obtain a printed copy of the text file, use Notepad or a similar text editor to open and print the file through Windows.

Perform Edits

This function will not be available until the Part II Update has been performed. A complete list of the error messages and related explanations will be provided separately with the Part II Update.

1. The edit checks built into the computer program are the checks that relate to the agreement of certain total lines and the items discussed in the Budget Guidelines and other edit checks mentioned throughout this manual.

2. When the edit function is performed, a screen will appear if errors are found that indicates the nature of the error(s). The program includes both warning and fatal edits relating to the data entered. The edit process is performed in two stages:

   a. Budget and Supporting Documentation Edits

   b. Certification of School Taxes Edits

3. The edits can be performed at any time after the Part II Update.

4. **Many of the messages result from a lack of agreement between amounts entered in different sections of the data entry screens. It is highly recommended that the edits be performed after all data is entered. Many messages may result if all data has not been keyed. Carefully read the message and the explanations listed below before calling the Budget Help Line.** It should be noted that the correction of one error message may also result in the correction of other error messages. It is suggested that as corrections are made the Perform Edit screen be accessed to verify the remaining uncleared error messages.

5. There are no edits for Column 2 Data (2002-03 Data). This information is preloaded and cannot be changed without submission of a revised audsum diskette directly from the district's public school accountant.

6. The budget and supporting documentation edits <u>MUST</u> be run and fatal edits passed prior to printing reports for submission to the county office for review and approval. All edits (budget, supporting documentation, and certification of school taxes) must be run and fatal edits passed before transferring the data to the DOE for final submission of the certified budget data.

7. To perform an edit, highlight "Perform Edit" in the REPORTS/EDITS section of the main menu and press ENTER. A Budget Edit Menu will appear, with two choices - to Run Budget and Supporting Documentation Edits or Run Certification of School Taxes Edits. Highlight and select the type of edits to run.

8. If no errors are found, a screen will appear confirming that no errors were found. If errors are found, a message will appear that lists the errors found. **A complete list of the error messages and related explanations will be provided separately with the Part II Update.**

9. The message "Edits Were Run and No Errors Were Detected" that appears in the header of all printed reports relates to the fatal edits that must be passed prior to submission of the budget materials to the county office for review and approval for advertisement. It will appear if those edits are passed and warning edits are not.

10. **Those districts receiving demonstrably effective program aid will be required to submit a copy of the edit report generated by the budget software along with their other budget materials to the county office of education along with the budget package containing the aforementioned header message.** The edit report will list any warning edits that have not been passed or contain a message "No Errors Have Been Found".

11. A budget submission will not be considered complete and acceptable unless the edit message appears on the budget materials and the warning edit report, if applicable, has been submitted. Those districts receiving DEPA should have warning edits.

12. Use the **Up/Down Arrow** and **PgUp/PgDn** keys to view the errors. Enter the letter **P** to print a copy of the edit report. Enter **Esc** to exit the edit report menu and to return to the main menu in order to correct the errors.

Change Budget Options

Upon installation of the program, districts will be required to select between two options regarding budget screen display:

Option 1: Display Account # on all Screens. This display will list the account number in the field next to the account title. The line number of the highlighted item will appear in the upper right hand corner of the screen.

Option 2: Display Line # on all Screens. This display will list the line number in the field next to the account title. The account number of the highlighted item will appear in the upper right hand corner of the screen.

This option relates to the screen display of the data only. Changing the display option will not affect any budget data previously entered.

SECTION III

TRANSMITTING THE BUDGET DATA OVER WEB-ENABLED DOENET

THIS SECTION WILL BE PROVIDED WITH THE PART II UPDATE